

STATE OF MICHIGAN



JAMES J. BLANCHARD, Governor

**DEPARTMENT OF MANAGEMENT AND BUDGET**

P.O. BOX 30026, LANSING, MICHIGAN 48909

ROBERT H. NAFTALY, Director

DATE: October 1, 1985

OFFICE OF ADMINISTRATIVE SERVICES  
ADVISORY MEMORANDUM NO. 86-1

TO: All Bureaus and Offices

SUBJECT: Establishment of Advisory Memorandum Series

Periodically the need arises for procedural and/or minor policy considerations within the Office of Administrative Services which impact the manner in which we interact with you and your staff in servicing the departments' administrative support needs.

To facilitate your understanding of these procedural and policy considerations, an Advisory Memorandum series is being implemented effective immediately. Through these memorandums we hope to keep you better informed of those procedural and policy requirements necessary to ensure an orderly flow of transactions between our respective offices.

For ease of reference, Advisory Memorandum's will be numbered in simple numeric sequence in the order in which they are issued, preceded by a two digit numeric indicator of the fiscal year of issuance. In addition, two copies of each memorandum will be provided. It is suggested that one copy be retained in a central file for future reference and that the other be forwarded to those individuals within your agency responsible for daily administration of the subject activity.

As a point of clarification, the Advisory Memorandum series should not be confused with, nor is it intended to replace, the current series of Administrative Services Letters. Administrative Services Letters will continue to be used for major policy considerations affecting departmental operations.

We are hopeful this new series will prove mutually beneficial as we continue our efforts to improve the manner in which we service your administrative support needs. If at any time you do not understand our processes or feel a revised policy or procedure would better service your needs, we remain open to your suggestions and concerns. Please feel free to share them with us.

A handwritten signature in cursive script that reads "William R. Buckley".

William R. Buckley, Director  
Office of Administrative Services